

# **Microsoft Office - Word 2011 - Beginners**

**440 N Broad Street**

**9:00 AM to Noon**

## **❖ 9:00 AM – 10:00 PM**

- Understanding the Anatomy of a Microsoft Word Window
  - Insertion Point
    - Menu, Cursor/Insertion Point, End of Line
  - Toolbars, Button & Ruler
    - Standard Toolbar, Ribbon, Ruler
  - Scroll Bars & Buttons
    - Horizontal and Vertical Scrolls, Page Buttons, Circle Button on Vertical Scroll Bar
  - Status Bar & Zoom Slider
    - Location of Cursor on Page, Special Buttons, Contextual Menus
- Create Documents
  - File - New Command
    - New, Templates
  - New Document Button
    - New, View Document
- Save Documents
  - Save versus Save As
    - File Type, Save, Save As
  - Saving Templates
    - Document Template, New Folder, Save, Template Folder
  - Close Documents
    - Close, Close Box, Save
- Open Documents
  - Open Command
    - Locate Document, Open Command, Recent Documents
  - Find File
    - Find file, Open, Search
- Document Command
  - Margin Settings
    - Format Document, Gutter, Margin Handles, Mirror Margins, Page View
  - Find File
    - Find file, Open, Search
- Word Help
  - Index, Table of Contents, Word Help

- Simple Editing Techniques
  - Return
  - Moving in the Document
  - Arrow Keys, Home, Page Up, etc., Mouse clicks, Scroll, bars, Browse objects
- Selecting Text
  - Character, Word, Graphic, Line, Sentence, Paragraph, All, Deselect
- Editing Text
  - Insert, Delete, Move Text: Drag & Drop, Cut and Paste, Copy and Paste, Undo
- Spelling & Grammar
  - Preference Settings
    - Dictionary Preferences, Spelling Settings
- Check Spelling
  - Correction Techniques, Custom Dictionary, Tools Command
- Check Grammar
  - Grammar Settings, Recheck Document, Style Options
- Thesaurus
  - Synonyms
    - Language Command, Shortcut Keys, Thesaurus Dialog Box
- Print Preview
  - Print Preview Tools
    - Full Screen, Magnifier, Multiple Pages, Page Size, Printer, Shrink To Fit, View Ruler

❖ **10:00 AM – 10:15 Break**

**10:15 AM – 11:00 AM**

- Font Command
  - Font Settings
    - Font Attributes, Special Effect, Text Color, Underling Options
  - Character Spacing
    - Condense, Expand, Kerning, Position
  - Animation
    - Highlighted, Special Attribute
- Paragraphs
  - Line Spacing
    - Paragraph, Spacing
- Indentation
  - Keyboard Shortcuts, Paragraph, Ruler Indent Markers, Toolbar Buttons
- Hanging Indent
  - Keyboard Shortcuts, Ruler Indent Markers
- Format Painter
  - Quick Character Format
    - Apply Lock, Format Painter
- AutoCorrect
  - Common Spelling Errors
    - AutoCorrect, Control Key, Spelling & Grammar, Symbols, Tools
  - Exceptions
    - Abbreviations, First Letter, Initial Caps
- Tabs & Leaders
  - Using Tabs
    - Move Tab, Remove Tab, Select Tab, Set Tab, Tab Types
  - Tab Leaders
    - Leader, Tabs Dialog Box
- Borders & Shading
  - Adding Page Borders
    - Borders & Shading, Format, Shading
  - Paragraph Borders & Shading
    - Borders, Borders & Shading, Format, Shading
- Find & Replace
  - Find Text
    - Edit, Find, Find Options

❖ **11:00 AM - Noon**

- Drawing Toolbar
  - Drawing Toolbar Overview
    - AutoShapes, Color & Style Options, Drawing Commands, Tools
  - Paragraph Borders & Shading
    - Borders, Borders & Shading, Format, Shading
- Using Graphics
  - Insert Clip Art
    - Clip Art, Insert, MS Clip Art Gallery, Picture
  - Working With Clip Art
    - Fill Color, Fill Effects, Group & Regroup, Resize & Move, Ungroup
- Using Pictures
  - Insert Pictures
    - From File, Insert, Picture
- Working With Pictures
  - Format, Format Picture Options
- WordArt
  - Insert & Edit WordArt
    - Edit Text, Insert WordArt, WordArt Toolbar

See: More resources at:

<http://carkanesdp.wikispaces.com/MS+-+Word+-+Basics>